BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division **INDUSTRIAL HYGIENE GROUP** Standard Operating Procedure: Program Procedure	NUMBER **IH50600**
	REVISION **FINAL Rev. 0**
SUBJECT: **Industrial Hygiene** *Program Administrator* **Program**	DATE **07/20/04**
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1.0 Purpose & Scope

This document describes the management structure used by the BNL SHSD IH Group called the Subject Area *Program Administrator (PA)* program. The PA program is used to manage the subject areas under the jurisdiction of the SHSD IH Group. This procedure provides a general description of the program which is defined in more detail in IH50610 and each subject area's IH Group's SOPs.

2.0 Responsibilities

2.1 This procedure is administered through the SHSD Industrial Hygiene Group.
2.2 The IH Group Leader identifies programs that need to have IH staff assigned to serve as *Program Administrators*. The IH Group Leader assigns staff to serve as *Program Administrators* as resources are available.
2.3 The *Program Administrator* is responsible to follow IH51600 or a topic specific SOP when serving as a Program Administrator.

3.0 Definitions

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3.1   ***Program Administrator****:* A person assigned by the IH Group Leader to plan, organize, lead, and document the development and maintenance of an IH subject area program.

4.0   <u>Prerequisites</u>

4.1 *Program Administrators* must have:
- Subject Matter Expert knowledge of the subject area they administer,
- Familiarity with BNL organizations, and
- Familiarity with BNL facilities.

4.2 Prior to serving as a *Program Administrators,* the employee's *R2A2* and *Performance Appraisal Goal Planning form* must be updated to reflect the PA's performance metrics.

5.0   <u>Precautions</u>

Personal Protective Equipment: The use of personal protective equipment is required when field reviews are done in locations with hazards. If it is necessary to enter areas with hazards, appropriate personal protective equipment must be obtained, qualified, and used. Follow the precautions in each IH Group SOP.

6.0 <u>Procedure</u>

6.1   Equipment: None

6.2   The subject areas linked to a Program Administrator position are listed in ***Attachment 9.1.*** As personnel are available to fill the roles, the PA positions will be filled in a priority set by the IH Group Leader to maximize personnel expertise and address high risk issues.

6.3   The key roles of the PA are defined in more detail in IH50610 and some Subject Area specific SOP. The roles are:
- Managing the SBMS IH Subject Area

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- On-going Regulatory Driver Review
- Annual Written Program, Service Delivery, and Line Implementation Field Review
- Inventory of hazards, users, sources, and/or locations
- Hazard Assessments and Exposure Monitoring
- Case Management
- Qualification of Practitioners
- Annual Status of the Program Report
- Corrective Action Planning

7.0 Implementation and Training

7.1 **Qualification Criteria:** The IH Group Leader sets formal or informal qualification criteria for the role of *Program Administrator* on a topic by topic basis. This is defined in the topical SOP on serving as the PA. As an informational SOP, this SOP does not have a qualification.

8.0 References
None

9.0 Attachments

9.1 Attachment 9.1: **IH Topics with Program Administrator Role Defined**

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10.0 **Documentation**

Document Review Tracking Sheet		
PREPARED BY: *(signature and date on file)* **R. Selvey** **Author** **Date 07/20/04**	**REVIEWED BY:** *(signature and date on file)* **K. Erickson** **Date 0720/04**	**APPROVED BY:** *(signature and date on file)* **R. Selvey** **Group Leader** **Date 07/20/04**
Filing Code: **IH52QR.**	**DQAR** **Date**	**Effective Date:** **07/20/04**

Periodic Review Record		
Date of Review	Reviewer Signature and Date	Comments Attached

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Attachment 9.1

Program Administrator Roles

Program Administrator Roles	SBMS Subject Area(s)
1. Asbestos/Lead/Beryllium Program Administrator	• Asbestos • Lead • Beryllium
2. Biohazard/Etiologic Agent Program Administrator	• Biohazards in Research • Bloodborne Pathogens
3. Chemical Hygiene Officer/HazCom Program Administrator	• Working with Chemicals • Reproductive Hazards
4. Confined Space Program Administrator	• Confined Space
5. Ergonomic Program Administrator	• Ergonomics
6. Exhaust Ventilation/HEPA Surveillance Program Administrator	• Exhaust Ventilation • Indoor Air Quality
7. HazWoper Program Administrator	None owned by IH Group, Follows *Emergency Planning* and *Spill Response*
8. Laser Safety Officer	• Laser Safety
9. Natural Hazards in the Environment	• Natural Hazards (including Heat Stress) • Sanitation
10. Noise and Hearing Conservation Administrator	• Noise and Hearing Conservation
11. Non-Ionizing Radiation Program Administrator	• Static Magnetic Fields • RF/Microwave • (Other Non-Ionizing radiation as developed)
12. Personal Protective Equipment Program Administrator	• Personal Protective Equipment (shared with other topics)
13. Respiratory Protection Program Administrator	• Respiratory Protection
14. OMC Case Liaison	Applies to all topics